

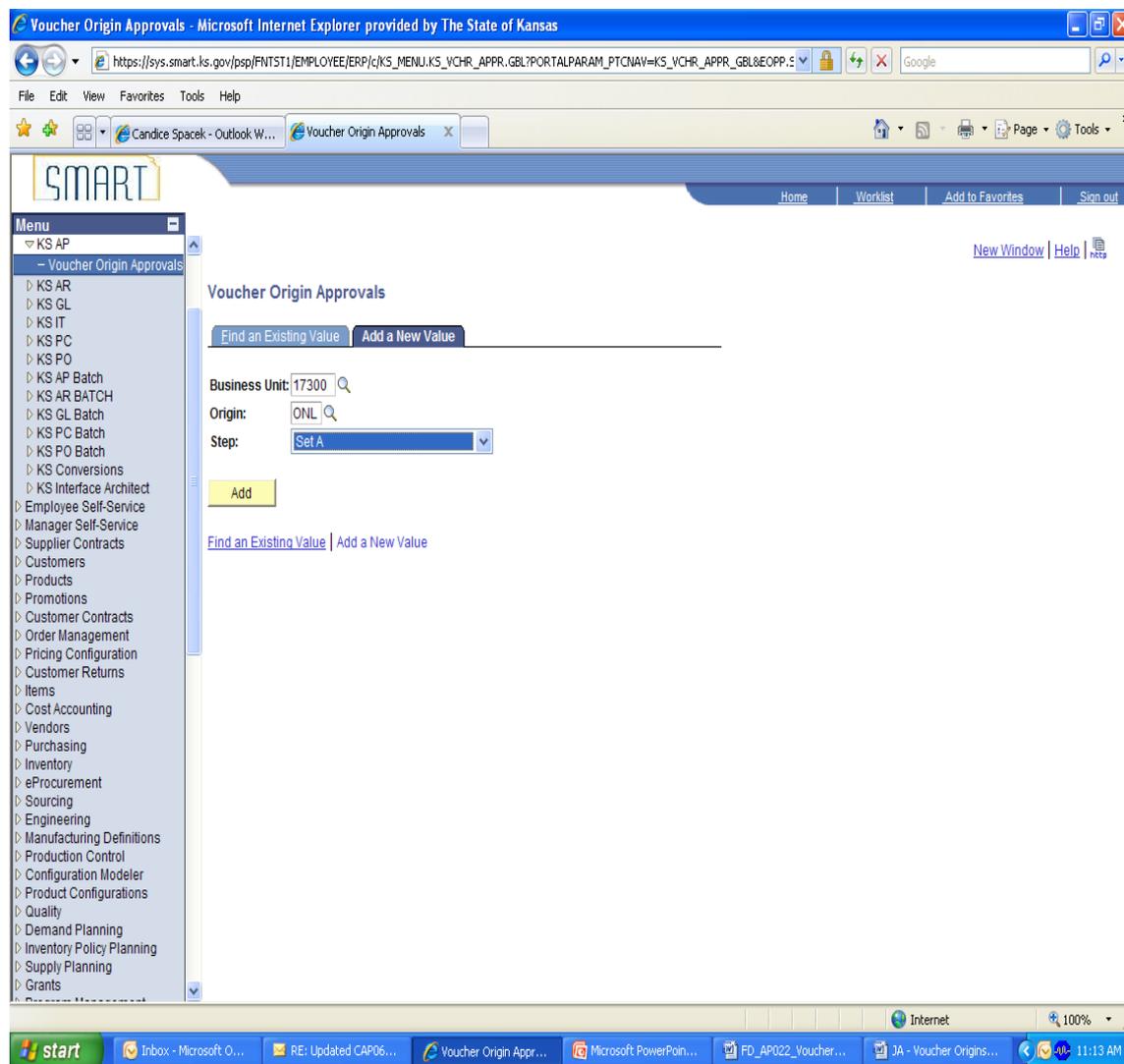
Enter New Voucher Origin Approvals

Navigation: Kansas > KS AP > Voucher Origin Approvals – Add a New Value

1. The agency must enter a valid *Business Unit, Origin and Step* code combination.

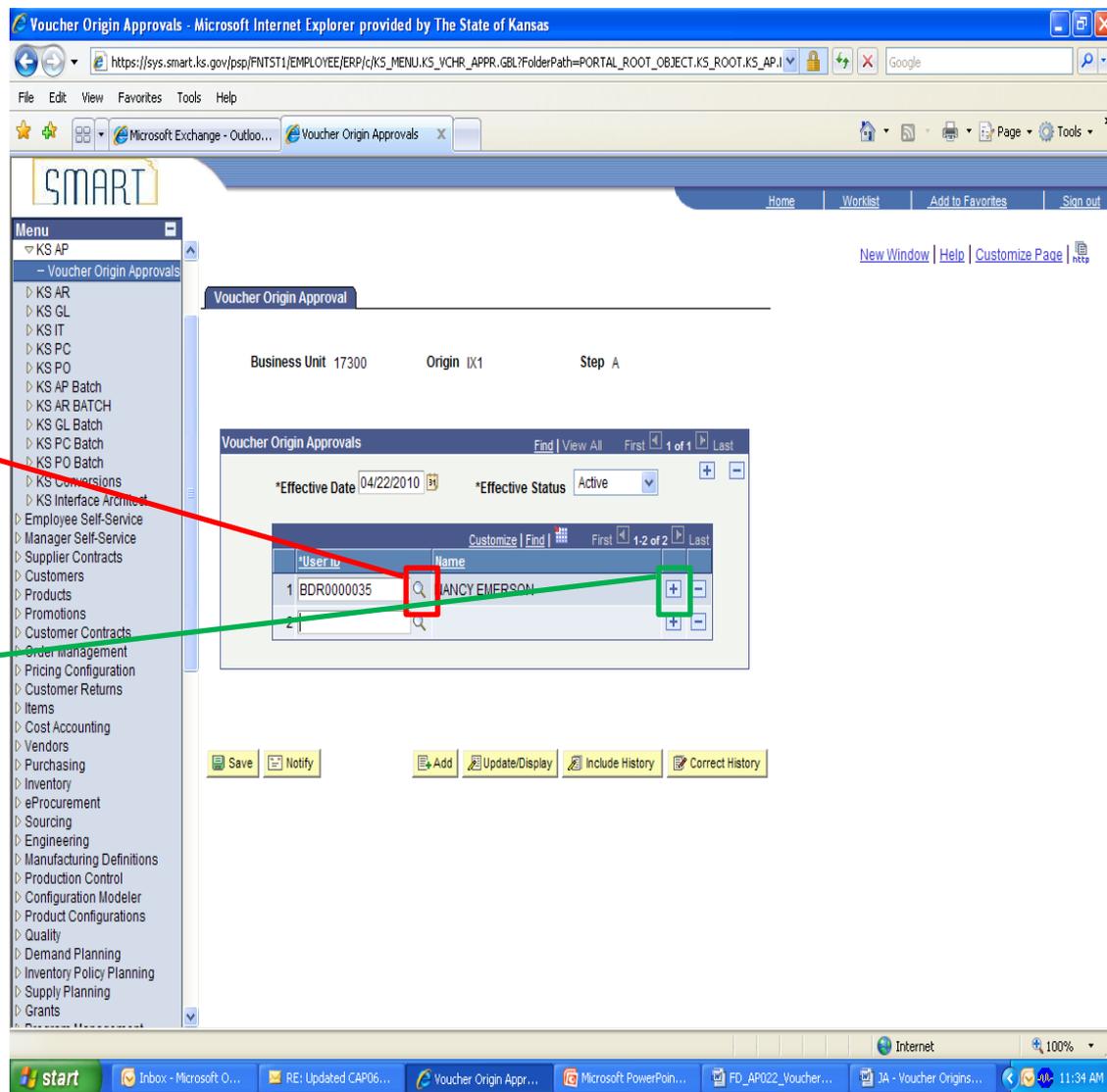
2. Click 'Add'.

3. If the combination already exists, a message will appear.
“The value you tried to add already exists. Select it below if you'd like to update it, or specify a new value in the fields above.”



Enter New Voucher Origin Approvals

4. Change 'Effective Date' if needed.
5. 'Effective Status' remains 'Active'.
6. Use the Search and enter the User ID that is eligible to approve vouchers with the specified origin code.
7. If additional User ID's need to be added, click the '+' and add the User ID to the new line.
8. Click 'Save' when completed.



The screenshot shows the 'Voucher Origin Approvals' page in a Microsoft Internet Explorer browser. The page title is 'Voucher Origin Approvals - Microsoft Internet Explorer provided by The State of Kansas'. The URL is 'https://sys.smart.ks.gov/bsp/FMTST1/EMPLOYEE/ERP/c/KS_MENU_KS_VCHR_APPR.GBL?FolderPath=PORTAL_ROOT_OBJECT.KS_ROOT_KS_AP.I'. The page features a 'SMART' logo and a navigation menu on the left. The main content area is titled 'Voucher Origin Approval' and displays the following information:

- Business Unit: 17300
- Origin: IX1
- Step: A

Below this information is a table titled 'Voucher Origin Approvals' with columns for 'User ID' and 'Name'. The table contains one row with the following data:

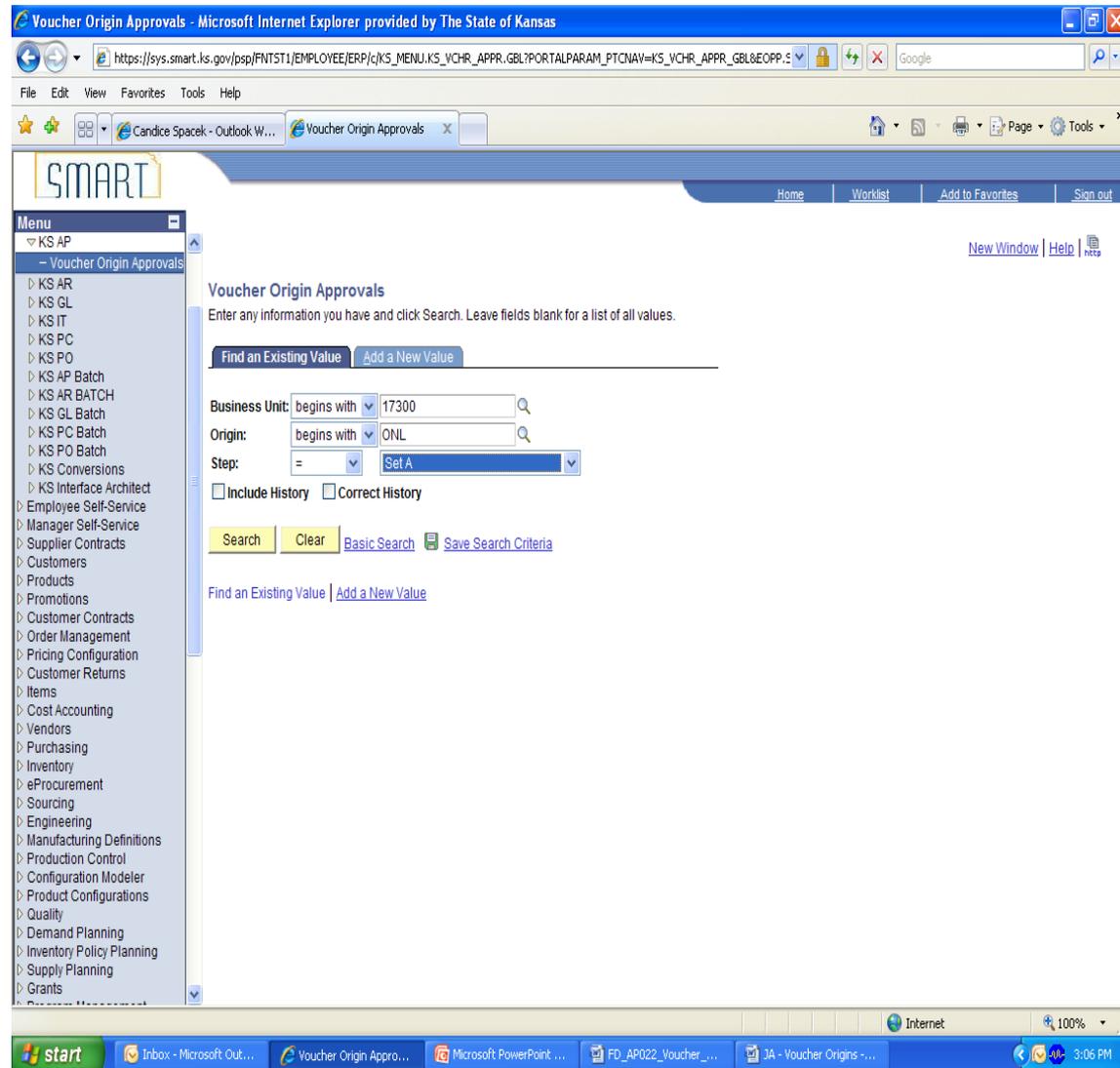
User ID	Name
1 BDR0000035	ANCY EMERSON

Annotations on the screenshot include a red arrow pointing from the 'Effective Date' field (04/22/2010) to the 'Effective Status' dropdown (Active), and a green arrow pointing from the '+' button in the table to the 'Add' button at the bottom of the page. The 'Add' button is highlighted in yellow. Other buttons visible include 'Save', 'Notify', 'Update/Display', 'Include History', and 'Correct History'.

Maintain Voucher Origin Approvals

Navigation: Kansas > KS AP > Voucher Origin Approvals – Find an Existing Value

1. The agency must enter a valid *Business Unit, Origin and Step* code combination.
2. Click 'Search'.
3. If the combination does not exist, a message will appear: *"No matching values were found."*



Maintain Voucher Origin Approvals

- The Voucher Origin Approval Table is based on effective dates. Click on the '+' and there will be a new table with a new effective date.

The screenshot shows the 'Voucher Origin Approvals' application. The main content area displays the following information:

Business Unit: 17300 Origin: ONL Step: A

Voucher Origin Approvals

*Effective Date: 1/01/1901 *Effective Status: Active

*User ID	Name	
1 KAP_AGY_AP_APPR	AP Agency AP Approver A-1	+
2 KAP_AGY_AP_APPR	AP Agency AP Approver A-2	+
3 KAP_AGY_AP_APPR	AP Agency AP Approver A 3	+
4 KAP_AGY_AP_A_APPF	AP Agency AP A Approver Set A	+

At the bottom of the interface, there are several action buttons: Save, Return to Search, Notify, Add, Update/Display, Include History, and Correct History.

Maintain Voucher Origin Approvals

5. New Effective Date
6. The new table is now the first table of two.
7. User ID's may be deleted by using the '-' or be added by using the '+'.
8. Click 'Save' when changes are complete.

The screenshot shows the 'Voucher Origin Approvals' web application. The interface includes a menu on the left, a main content area with a 'Voucher Origin Approval' header, and a table of user approvals. Annotations include:

- A red box highlights the '*Effective Date' field, which is set to 04/22/2010.
- A green box highlights the 'First' button and the table's pagination controls (1 of 2).
- A yellow box highlights the '+' and '-' buttons in the table's right column.
- Red and green arrows point from the list items to the corresponding annotations.

*User ID	Name		
1 KAP_AGY_AP_APPR	AP Agency AP Approver A-1	+	-
2 KAP_AGY_AP_APPR	AP Agency AP Approver A-2	+	-
3 KAP_AGY_AP_APPR	AP Agency AP Approver A-3	+	-
4 KAP_AGY_AP_A_APP	AP Agency AP A Approver Set A	+	-